



AKADEMIYA

The Expertise We Need. The Africa We Want.

VACANCY ANNOUNCEMENT

AKADEMIYA2063 is an Africa-based non-profit research organization with headquarters in Kigali, Rwanda and a regional office in Dakar, Senegal. Inspired by the ambitions of Agenda 2063 and grounded in the recognition of the central importance of strong knowledge and evidence systems, the vision of AKADEMIYA2063 is an Africa with the expertise we need for the Africa we want. This expertise must be responsive to the continent's needs for data and analysis to ensure high-quality policy design and execution. Inclusive, evidence-informed policymaking is key to meeting the continent's development aspirations, creating wealth, and changing livelihoods for the better. AKADEMIYA2063's overall mission is to create, across Africa and led from its headquarters in Rwanda, state-of-the-art technical capacities to support the efforts by the Member States of the African Union to achieve the key goals of the African Union's Agenda 2063 of transforming national economies to boost growth and prosperity. Following from its vision and mission, the main goal of AKADEMIYA2063 is to help meet Africa's needs at the continental, regional and national levels in terms of data, analytics, and mutual learning for the effective implementation of Agenda 2063 and the realization of its outcomes by a critical mass of countries. AKADEMIYA2063 strives to meet its goals through programs organized under five strategic areas—policy innovation, knowledge systems, capacity creation and deployment, operational support and data management, digital products, and technology—as well as partnerships and outreach activities. For more information, visit www.akademiya2063.org.

Vacancy Details

Applications – Open to African Nationals

Job Location – Kigali, Rwanda

Contract – Three (3) years renewable

Role Overview

The Director, Finance & Administration will be responsible for finance, administration, fiscal management, contracts, and grant management, as well as financial and grant reporting. The role holder will develop and implement a finance and administration framework, monitor, and review its effectiveness for informed decision-making, including appropriate financial and risk management strategies, internal/external audits, compliance policies, organizational planning, and reporting.

Duties and Responsibilities

- Provide efficient overall financial management including developing and managing administrative processes and procedures, financial resources budgeting and cash management systems.
- Provide robust financial oversight for the organization, ensuring that committed funds, pipeline funds and funding gap outlook is well managed and up to date.
- Provide guidance and leadership in development of overall budgets, grants, and contracts for the Organization.
- Review, develop, and implement financial policies, procedures, and practices; recommend improvements to financial processes and controls as required or needed.
- Oversee preparation and timely distribution of the annual budget, long-term forecasts, and regular financial and management reports in accordance with internal and external obligations.
- Provide efficient organization and oversight of cash management processes, including liquidity management, risk assessment, bank relationship management, timely accounting and reconciliation of all transactions, security for cash assets on site.
- Lead and Monitor staff timesheet keeping, and allocation of salary costs to Project and other budgets.
- Provide all budget holders with a monthly update on budget variance analysis, and work with them to estimate fund requests on a timely basis to ensure resources are in place for carrying out project activities.
- Produce monthly liquidity reports and monthly payment obligations.
- Manage financial aspects of budget development for new proposals, monitor budget and expense trends, recommend, and implement corrective actions as required or needed.
- Oversee and monitor sub grantees/ grants as required.
- Ensure compliance with policies and good practices and management of the procurement strategies including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management and performance measurement.

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- Ensure effective management of the contracting strategy including tendering processes and evaluation; effective management of the administrative contract, contractor, and legal implications; efficient oversight of procurement processes and logistical services.
 - Lead logistic and administration team and ensure effective and smooth office operations, including security and safety of the workforce, transportation management, asset management and Information Technology.
 - Manage the Internal/External and project specific audit processes.

Qualifications

- Master's Degree in Business Administration, Public Administration, Finance, Economics, or related field.
- Professional Accounting qualification (i.e., CPA, or equivalent).
- At least 10 years of financial leadership experience in finance & control, reporting, accounting, risk management, treasury, project development and investments with non-profit or for-profit organizations.
- At least 4 years of Management experience in a similar role.
- Experience supporting donor funded programs, with good understanding of donor regulations. Existing relationships with donors will be an added advantage.
- Proven experience in successfully building or reorganizing a financial system, preferably in a cross-organizational, multi-country context.
- Extensive experience in working with computerized accounting systems, standard spreadsheet, and database programs.
- Solid knowledge in financial resources, contracts, asset and procurement, information and communication technology, and general administration.
- Ability to lead business processes re-engineering, and implementation of new systems (business side).
- Regular dissemination and sharing of best practices/lessons learned on procurement management.

Personal Attributes:

- Great leadership and people management skills, including excellent communication, interpersonal, and diplomatic skills.
- Strong analytical and organizational skills, including a demonstrated ability to conduct complex analysis of financial data and to forecast/assess the financial impact of proposed plans/projects.

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- Skilled in managing and compiling financial data and ensuring compliance with various donor requirements.
 - Demonstrates strong oral and written communication skills in English, working level of French is an advantage.
 - Strong interpersonal skills and integrity.
 - Reliable, valuing the importance of timeliness and accuracy.
 - Excellent organizational capacity and resourcefulness

Submission of Applications

If you are interested in this position, follow the link below to submit your application by **November 11, 2023**.

<https://adeptsystems.co.ke/jobs/jobs/ngo-not-for-profit/director-finance-administration/>